



MINOR USE PERMIT STAFF CHECK LIST

PART I: MORATORIA

- YES NO
☐ ☐ Is the project affected by moratoria or other limitations?

PART II: DOCUMENTS

- ☐ ☐ Discretionary Permit Application form (DPLU #346). Is the front filled out? Be sure to fill out the back for computer.
- ☐ ☐ Supplemental Application (DPLU #346S). Be sure to stress to the applicant that these questions explain the project to the Department.
- ☐ ☐ Environmental Documents
- ☐ AEIS Package – Four copies, USGS Map and photos
 - ☐ EIR Package – Five copies of EIR and 2 copies of the letter requesting a waiver of an AEIS
 - ☐ DPLU #366 – Previous ND or EIR adequately covers the project, include AEIS package
 - ☐ The project is categorically exempt from CEQA. No environmental documentation is needed.
- ☐ ☐ Two copies of a Stormwater Management Plan.
- ☐ ☐ Evidence of Legal Parcel (DPLU #320).
- ☐ ☐ Disclosure Statement (DPLU #305).
- ☐ ☐ Agent Authorization – if applicable.
- ☐ ☐ Project Facility Availability Letters
- ☐ Fire Letter (DPLU #399F).
 - ☐ School Letters (DPLU #399SC). Letter for each applicable school district.
 - ☐ Sewer Letter (DPLU #399S).
 - ☐ Water Letter (DPLU #399W).
- ☐ ☐ Public Notice Package.
- ☐ Assessor's Map(s) properly marked.
 - ☐ Typed list of affected property owners.
 - ☐ One set of stamped and addressed envelopes.
 - ☐ One set of gummed labels.
 - ☐ Complete Public Notice Certification Form (DPLU #514).
 - ☐ Supplemental Public Notice Certification (DPLU #299).
 - ☐ Vicinity Map/Project Summary (DPLU #524).
- ☐ Authorization Form for Pre-Scoping Meeting (DPLU #176). Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal.

YES NO

- ☐ Posting of Notices (DPLU #298). Give the applicant copies of DPLU #319 to be posted within 10 days of acceptance of application.
- ☐ ☐ Acknowledgment of Filing Fees and Deposits (DPLU #126).
- ☐ ☐ Notice to Applicants for Site Plans, Variances, Administrative Permits and Use Permits (DPLU #581).

PART III: PLOT PLANS

- ☐ ☐ Copies – Fifteen copies folded to 8½" x 11" maximum with the lower right hand corner exposed. Eighteen copies if there is a "B" Designator. Multiple sheets must be stapled into sets. (One additional plot plan required for Wireless facilities in addition to those required above)
- ☐ ☐ Legibility – Faded prints which are difficult to read or reproduce are not acceptable.
- ☐ ☐ North arrow/Engineer scale.
- ☐ ☐ Assessor's Number – Book, page and parcel
- ☐ ☐ Dimensions – Exterior boundary, size of structures, distances between structures and property lines, parking areas and driveways.
- ☐ ☐ Elevations – Show complete elevations for existing and proposed structures showing dimensions and structural height.
- ☐ ☐ Floor Plans - **(Second Dwellings only)** Include floor area calculations for proposed structure.
- ☐ ☐ Structures – Show structures and their sizes, indicate number of stories, existing or proposed, and heights.
- ☐ ☐ Pedestrian and vehicular circulation and parking – Show walkways, entrances and exits, parking spaces with dimensions. Label handicapped parking. Show contiguous streets with centerlines and all easements.
- ☐ ☐ Drainage – Indicate any natural or proposed drainage systems.
- ☐ ☐ Service and delivery – Show parking areas for service and delivery vehicles and trash areas.
- ☐ ☐ Landscape areas – The plot plan should indicate areas suitable for landscaping and removal of existing trees.
- ☐ ☐ Buffering and screening – Show what needs to be screened and materials used.
- ☐ ☐ Signs – Indicate all signs size and height and whether existing or proposed.
- ☐ ☐ Utilities – Show all lines and easements.
- ☐ ☐ Grading – Show grading except for incidental grading related to site preparation.
- ☐ ☐ Fencing – Show all existing and proposed fencing including heights and materials.
- ☐ ☐ Phasing – Indicate any phasing of the project.
- ☐ ☐ Equipment – Show location of all permanent noise-producing equipment.
- ☐ The project has been deemed complete pursuant to the California Governmental Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application.

PART IV: WIRELESS APPLICATIONS

- ☐ PLOT PLAN – One additional plot plan. In addition to the requirements for Minor Use Permit plot plans, all plot plans shall show:

- ☐ The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
- ☐ The lease area of the proposed facility clearly identified.
- ☐ If the facility frequency is 1,200 megahertz or less submit a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3.
- ☐ Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network.
- ☐ Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- ☐ Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- ☐ If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- ☐ A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable.
- ☐ Three (3) copies of a report containing the following:
 - ☐ Description of anticipated maintenance and monitoring program.
 - ☐ Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - ☐ If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible.
 - ☐ Listing of hazardous materials to be used on-site.
 - ☐ If high visibility facility, the value of the proposed facility.

MINOR DEVIATION APPLICATION

- ☐ ☐ Application (DPLU #346). Is the front filled in? Be sure that the back is filled out.
- ☐ ☐ Supplemental Application (DPLU #346S). Check and make sure that the applicant has adequately described the change(s) to the Minor Use Permit.
- ☐ ☐ Plot Plans. Six (6) copies clearly showing the proposed changes. It often helps to show both what was and the proposed changes by the use of dashed or dotted lines.
- ☐ ☐ Applicable Fees. Refer to the Fee Schedule (DPLU #369).